

# INTERAGENCY POST EMPLOYEE POSITION DESCRIPTION

Prepare according to instructions given in Foreign Service National Handbook, Chapter 4 (3 FAH-2)

<b>1. POST</b> <b>PANAMA</b>	<b>2. AGENCY</b> <b>USAID</b>	<b>3a. POSITION NO.</b> <b>PSC-525-72</b>
------------------------------	-------------------------------	--

**3b. SUBJECT TO IDENTICAL POSITIONS? AGENCIES MAY SHOW THE NUMBER OF SUCH POSITIONS AUTHORIZED AND/OR ESTABLISHED AFTER THE "YES" BLOCK.**      ☐ Yes      ☐ No

**4. REASON FOR SUBMISSION**

- ☐ a. Reclassification of duties: This position replaces  
Position No. \_\_\_\_\_, \_\_\_\_\_ (Title) \_\_\_\_\_ (Series) \_\_\_\_\_ (Grade)
- ☒ b. New Position
- ☐ c. Other (explain) \_\_\_\_\_

5. CLASSIFICATION ACTION	Position Title and Series Code	Grade	Initials	Date (mm-dd-yy)
a. Post Classification Authority USAID/Panama	HR Assistant - 305			
b. Other				
c. Proposed by Initiating Office EXO	Personnel Assistant - 305	8		

<b>6. POST TITLE POSITION (if different from official title)</b> Personnel Assistant	<b>7. NAME OF EMPLOYEE</b> Vacant
---	--------------------------------------

<b>8. OFFICE/SECTION</b> USAID/Panama	a. First Subdivision <b>Executive Office – HR Section</b>
b. Second Subdivision	c. Third Subdivision

<b>9. This is a complete and accurate description of the duties and responsibilities of my position.</b>  <div style="border-top: 1px solid black; display: flex; justify-content: space-between;"> <span>Typed Name and Signature of Employee</span> <span>Date(mm-dd-yy)</span> </div>	<b>10. This is a complete and accurate description of the duties and responsibilities of this position.</b>  <div style="border-top: 1px solid black; display: flex; justify-content: space-between;"> <span>Elizabeth Campo, Supv. Mgmt.Spec.</span> <span>Date(mm-dd-yy)</span> </div>
--	--

<b>11. This is a complete and accurate description of the duties and responsibilities of this position. There is a valid management need for this position.</b>  <div style="border-top: 1px solid black; display: flex; justify-content: space-between;"> <span>Typed Name and Signature of American Supervisor</span> <span>Date(mm-dd-yy)</span> </div>	<b>12. I have satisfied myself that this is an accurate description of the position, and I certify that it has been classified in accordance with appropriate 3 FAH-2 standards.</b>  <div style="border-top: 1px solid black; display: flex; justify-content: space-between;"> <span>Elizabeth Campo, Supv. Mgmt.Spec.</span> <span>Date(mm-dd-yy)</span> </div>
--	---

**13. BASIC FUNCTION OF POSITION**

The incumbent works under the supervision of the Supervisory Management Specialist. This position has full responsibility for the management of the human resources functions, primarily in administering the FSN recruitment and selection process for locally employed staff, providing orientation for newly hired FSN employees, administering and implementing the USAID's incentive awards program for the Interagency Awards Program and for the Mission's internal On-the-Spot Awards Program, administration and maintenance of the FSN personnel files. Incumbent is also the Alternate CAJE (Computer Aided Job Evaluation) Classifier for the USAID/Panama Mission and serves as the back up for the Supervisory Management Specialist during his/her absences.

**14. MAJOR DUTIES AND RESPONSIBILITIES**

(continue on blank sheet)

## **15. QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE**

- a. **Education:** At least three years of College level studies in Business, Executive or Human Resources Administration is required.
- b. **Prior Work Experience:** Three years of progressively responsible experience in the field of personnel administration or administrative functions is required.
- c. **Post Entry Training:** Computer Aided Job Evaluation (CAJE) training is required as well as completion of the PSC Training Course. Webpass module and E2 Training will be provided upon entry and other on-the-job training about USAID policies and procedures will be ongoing.
- d. **Language Proficiency:** Level IV (Good Working Knowledge) Speaking/Reading/Writing English language is required. Level IV (Good Working Knowledge) Speaking/Reading/Writing Spanish language is required. (Testing will be conducted to determine the qualifications).
- e. **Job Knowledge:** Automated Directives System (ADS), 3 FAM, Local Labor laws and Social Security laws, FSN classification guides and issuances; PSC Contracting regulations. CAJE; WebPass; Post FSN Handbook and Post FSN Recruitment Policy.
- f. **Skills, and Abilities:** Good managerial skill personality which inspires confidence to FSNs and permits the maintenance of effective working relationships with employees and supervisors. Intermediate knowledge of MS Office Programs. Ability to manage and interpret personnel data base and related software. Extreme confidentiality needs to exercised, as incumbent is the official file custodian of all personnel files and will normally be exposed to sensitive information in his/her role of administrator of personnel functions.

## **16. POSITION ELEMENTS**

- a. **Supervision Received:** General supervision is provided by the Supervisory Management Specialist. Assignments are handled in terms of priorities, goals and objectives. Day to day work is performed independently, with very little supervision.
- b. **Supervision Exercised:** None
- c. **Available Guidelines:** ADS, Mission Orders and Local Labor Law, AAPDs, CIBs governing PSC contracts, CAJE and E-2 Travel guidelines; FSN Handbook; Local Leave Plan; FSN Recruitment Policy and related guidance.
- d. **Exercise of Judgment:** Judgment is required in the applications of guidelines, as situations typically vary from simple to difficult, thus requiring in-depth thinking for their resolution. Being able to distinguish real from imaginary problems but being able to actively listen and respond sympathetically to each claimer. Provides resolution of the problem in a timely and positive fashion is a must.
- e. **Authority to Make Commitments:** Incumbent has no funds commitment authority, however, incumbent can make commitments related to salary administration following the LCP and salary offers during negotiations prior to consultation and clearance of the Contracting Officer.
- f. **Nature, Level, and Purpose of Contacts:** Daily contact with US and FSN Staff; frequent contact with Embassy personnel officials and staff. Frequent contact with AID/W FSN Section Officers and staff.
- g. **Time Expected to Reach Full Performance Level:** One year

#### 14. MAJOR DUTIES AND RESPONSIBILITIES:

In close collaboration with the Supervisory Management Specialist, the incumbent is responsible for the administration and implementation of FSN personnel policies through the interpretation of regulations, providing instruction and guidance on policies and procedures and through the review of personnel operations. Incumbent backs-up the Supervisory Management Specialist during his/her absences and is the Alternate CAJE Classifier for the Mission.

##### **1. Personnel Functions - Recruitment:**

Assists in the implementation of the FSN Personnel policies and regulations by interpreting and providing advice and assistance to FSN employees. Liaisons with the Embassy/HR staff in all matters affecting FSN PSC contract employees. Cooperates and participates with any personnel related surveys or other studies as requested.

Coordinate the announcement of FSN vacancies and the testing of English for applicants who fulfill the requirements of the announcement, with the Embassy HR Office. Reviews all applications received to purge those that meet all the requirements for the position and recommends those to the Selection Team. Provide advice and guidance to the selection team on how to conduct the evaluation and the selection of the recommended candidate to the Contracting Officer. Seats as a non-voting member of the Selection Team.

Provides new employees with a complete first-day orientation on job-related subjects, salary and benefits, security matters, Mission organizational structure and the physical location of offices and services. Provides an internal USAID/Panama check-in-list for newly arrived FSN employee and ensures that the office of assignment provides special guidance during the initial employment period.

Upon separation, provides a USAID/Panama internal check-out list and debriefs the departing employee on procedures for clearance and benefits due. Ensures that all security requirements are met and guides the employee to the Embassy HR Office to complete the official check out process.

##### **2. Personnel Functions – Contract Administration:**

Performs all inherent contract administration work for FSN Personal Services Contracts during term of the contract up to completion and/or termination. This includes the drafting and issuance of all FSN PSC contracts, amendments, budgets, etc.

Provides guidance on the preparation of MAARDS (for actions not in GLAAS) and budgets for new contracts or modifications to project funded and OE funded FSN PSC contracts, as applicable. Assists requestors in computing salaries, determining and calculating applicable benefits and estimated budgets. For all OE funded contracts, prepares the budgets and any budget modifications, as needed for review of the Supv. Mgmt. Specialist and submits them to FMO for funding. Obtains final authorization/approval signatures from the Contracting Officer, normally, the Mission Director at USAID/Panama or the Regional EXO.

Prepares record of negotiations and results and informs supervisor thereon, ensuring that supporting documentation received is centered on selection, including explanation of how applicants were screened down to the selected candidate, providing a discussion of selection, and providing a written explanation on how the final negotiated salary was determined. Reviews Scopes of Work, Memoranda of Negotiations to ensure allowances and benefits conform to personnel regulations.

Maintains a tickler of all FSN PSC contracts due to expire and advises the Supv. Mgmt. Spec. or the Technical office COTR to initiate the requests to renew a contract that is expiring, at least 60 days in advance of expiration date. May assist the Supv. Mgmt. Specialist in preparing the Action Memorandum to the Mission Director for the renewal of OE funded FSN-PSC contracts.

Under the direction of the Supv. Mgmt. Specialist, prepares personal services contracting modifications (JF-62) for all FSNPSCs' within grade increases (WGI) on eligibility dates and/or new awards; prepares mass pay adjustment records increases; health and life insurance changes, civil status changes, funding sources changes, terminations and any other administrative change for the signature of the Supv. Mgmt. Spec. and the Mission Director or Contracting Officer.

Obtains from Panama FMO staff, a copy of any and all Master Funding Document posted during the fiscal year and files a copy on each applicable individual FSN PSC personnel file. At least twice during the year, performs the reconciliation of

the obligated amount in all FSN PSC contracts and the Phoenix obligated amount and forwards the reconciliation to the Supv. Mgmt. Specialist for further preparation of the contract modifications (SF-30) to update the total obligated and estimated amount and to reflect any extensions in the PSC contract. Types the SF-30 amendments. Closes out FSNPSCs contracts and retires files as appropriate.

### **3. Personnel Functions – Other:**

Enters information into the WebPass, a web-based Post Personnel System, to create, update and report personal data for USDHs, DLIs, FSNPSCs, US PSCs for all authorized positions at post, and ensures this report is ready and available as required by AID/W or the Embassy/HR office. Reports to AID/W the annual attestation report. Submits a copy of the Combined Staffing Pattern Report to the Embassy/HR Office on a monthly basis. Prepares the workforce schedule tables for the Annual Budget submission.

Incumbent is responsible for the issuance of salary and employment certification letters for FSNPSCs employees. Drafts letters regarding confirmation of employment and salaries to the Caja de Seguro Social, as requested, for applications for maternity leave or for employees retirement purposes.

Provides of guidance and orientation to Mission Management, supervisors and employees in the preparation of new or up-dated position descriptions for FSN positions and on the completion of the CAJE questionnaire to ensure that all Job Description Help Sheets (JDHS) are properly completed before submitting them for classification. This position is responsible for explaining the CAJE process as well as to allay misapprehension which may surround the program. Prepares and updates the Mission Organizational Charts as needed.

Prepares diplomatic notes re arrivals, departures, visas, exonerations, official carnet/driver's license of Institutional Contractors foreign personnel, maintaining direct contact with the Director of Protocol (Foreign Affairs) and his staff and the Office Manager of the Contractor or the Chief of Party.

Prepares the Annual Planned Vacations Schedule. Submits vacations calendars at the beginning of the month of December every year to each staff member (inclusive of US staff) with instructions for preparation and providing date of return to the EXO Office. Prepares the Mission schedule and discusses any conflicts with the Supv. Mgmt. Specialist before submitting it to the Supervisors for clearance. Obtains the Mission Director's clearance to the final schedule and posts it in the Public Drive. Updates this schedule throughout the calendar year, as needed.

### **4. Other Miscellaneous Duties:**

Prepares the Annual Property Management Report, the annual Mission Director NXP report and Vehicle Data quarterly and annual reports.

Inputs all Requests for OE funded procurements in GLAAS.

Prepares check list for visitors and TDYrs and follows up to ensure all adequate steps are taken for logistical support, such as hotel reservations, airport/hotel transportation arrangements, ecc-process. Initiates in the GSO e-services system all vehicle requests for visitors and TDYrs and the EXO office staff

Inputs administrative facility maintenance requests and housing maintenance and repairs requests for the Mission USDH and USPSC staff, as applicable in the GSO e-services system.

Assists with miscellaneous administrative functions and typing jobs as requested by the Supv. Mgmt. Spec.